

# PURCHASE REQUESTS

The best comprehensive solution used by organizations around the world!



## REPLACE PAPER WITH A SEAMLESS ELECTRONIC APPROVAL SYSTEM

The Purchase Request system puts Crow Canyon's unique NITRO application service layer to work managing requests and workflows. Easily replace any paper request/voucher system and greatly improve speed and accountability.

**How does it work?** Requests for purchases are created. Approvers and approval levels are defined and workflows instituted. Email notifications keep those who need to know informed, preventing any requests from falling through the cracks.

From creation to completion, the Purchase Request system tracks and records all approvals, status, and activity. Records are saved for later analysis. Using advanced permissions, the system prevents unauthorized users from handling requests.

This system can be easily customized to meet your exact workflow and approval needs, including integration with financial software.

### Clients who use this application:



City of Fargo, North Dakota



Covered California



NTT Data



Platinum Equity Investments

NITRO Applications are built for integration with Office 365, Teams & SharePoint. These applications...

...drive productivity and efficiency at organizations around the world.

...are practical tools that solve real business problems.

Crow Canyon's goal is to engage users, streamline operations, and power continuous improvement with its applications, including:



Request Manager



HR Requests



IT Help Desk

## STREAMLINE YOUR PROCESS FROM BEGINNING TO END

Working in conjunction with the Purchase Request system, the Purchase Order system allows for easy customization to match your purchase process and to replace paper forms.

Set predefined approvers based on the cost, department, category, some combination of the above, or all of the above. Advanced reporting makes managing budgets a breeze by easily viewing total costs by department or category.

## PART OF CROW CANYON'S FAMILY OF BUSINESS PROCESS AUTOMATION TOOLS

**Incredible ROI:** Built on Microsoft SharePoint, Crow Canyon Software is quick to deploy, easy to use, and low cost. ROI is a matter of weeks.

**High User Acceptance:** Because it is built upon Microsoft SharePoint, the user interface is familiar and easy to access.

**Automate Service Tracking:** Track and automate requests for IT services. Requests can be made via SharePoint, web, or phone.

**Improve Service, Lower Costs, Raise Productivity:** Chaotic emails drain productivity and increase employee frustration. Eliminate manual processes. Automate request processing across your organization.

**Track All Types of Services:** IT Support Requests, New Equipment Requests, Password Resets, On-boarding, Server Moves, Upgrades and Patches, and many more...

## POWERFUL FEATURES

Install and deploy quickly on your existing systems

Create and track purchase requests seamlessly

Customize to support your existing workflows

Approve based on cost, department, type, and more!

Restrict access based on level to edit and approve

Receive alerts on status of approval or denial of requests

Integrate with external financial systems

Control costs with effective reporting tools

**Purchase Requests - Office furniture needed**

Edit Delete Close Version History Print Link Purchase Order 3 of 18

### PURCHASE REQUEST

Purchase Request Cover Sheet Approval

Short Description: Office furniture needed  
Purchase Request #: PR\_2020\_00045  
Priority: Low  
Status: Purchase Order Canceled  
Budgeted?: No  
Type of Purchase: General  
Department: IT  
Purchase Agent:  Pavan Kumar  
Submitted For:  Admin Account

Reason for Purchase

#### Purchase Request Details

Actions	Item	Category	Quantity	Total	Select Item
	Office chair		10	\$1,000.00	
	Office desk		10	\$1,000.00	

[+ New Item](#) Total Cost: 2000

Purchase Order

Comments

# CONTACT US TODAY!

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